

# **Carl D. Perkins Accountability Electronic Data Entry User's Manual**



**Linda McCulloch, Superintendent**

Montana Office of Public Instruction  
PO Box 202501  
Helena, Montana 59620-2501  
[www.opi.mt.gov](http://www.opi.mt.gov)

## **Spring 2007**

To access the new Carl Perkins Accountability system, go to the OPI Web page, [www.opi.mt.gov](http://www.opi.mt.gov). Click on the IRIS tab.



Enter your Username and Password and click “Log In.”

mt.gov  
Montana's Official State Website

**Log in**

User name:  
SC0564

Password:  
.....

Domain:  
STATE

Advanced Options >>>

**Log In**

Welcome to the Citrix Enterprise Portal.

If you do not know your login info, please contact your agency help desk or system administrator.

[Install Citrix Clients](#)

How to use the Java Client without installing anything on the computer.

**IRIS**

[IRIS Help](#)

[View Reports](#)

[Instructions](#)

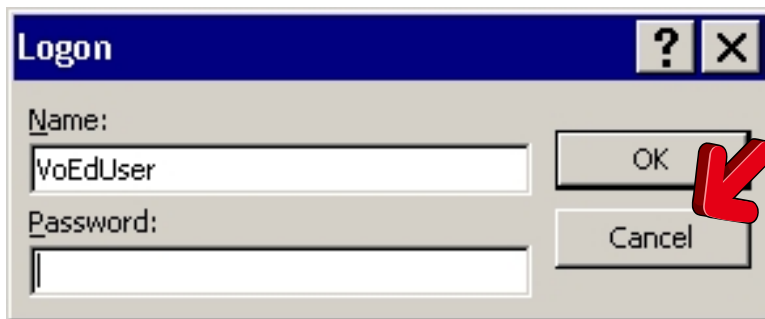
Your user name and password is the same for all Citrix applications. Use the one assigned to your school (not district) for other Citrix applications your school uses. Your user name will begin with "SC."

Single click the “Voed Accountability” icon.

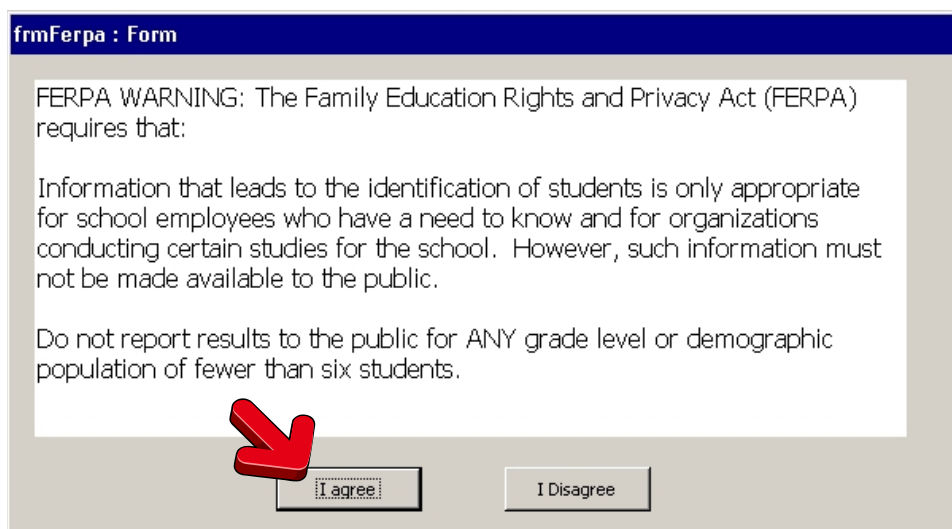


*If the Voed Accountability icon is not visible, you have used the wrong user ID/password. Double check to make sure you are using the high school's user ID/password.*

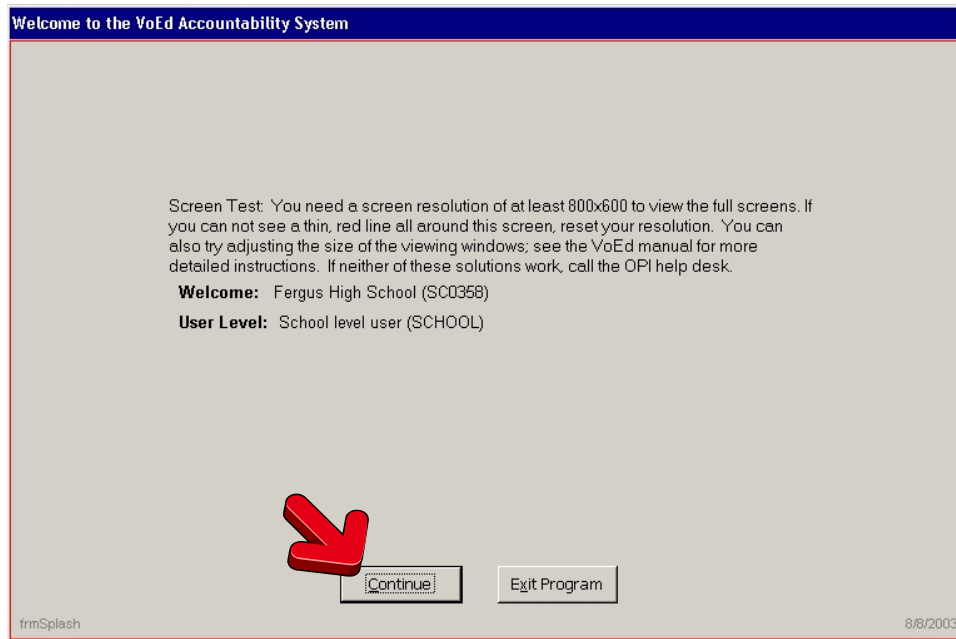
Click “Cancel” when this logon screen comes up.

A Windows-style logon dialog box titled "Logon". It has a blue header bar with a question mark and a close button. Below the header, there are two input fields: "Name:" with the text "VoEdUser" and "Password:". To the right of the input fields are two buttons: "OK" and "Cancel". A red arrow points to the "Cancel" button.

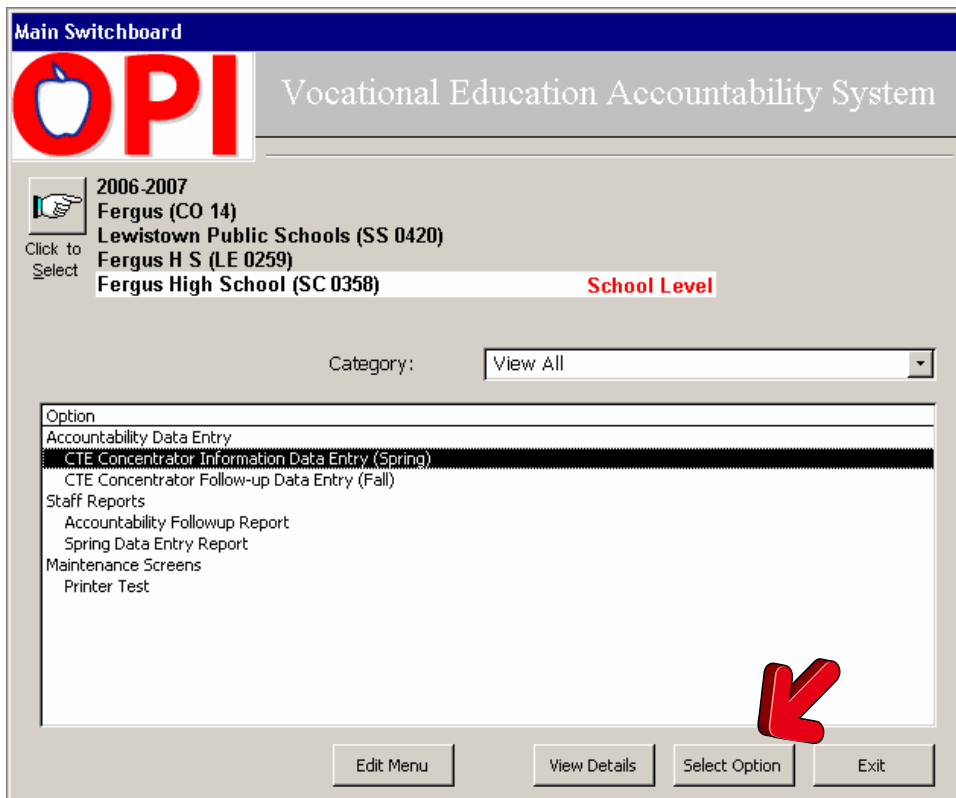
FERPA Warning ~ Click “I agree” to continue.

A dialog box titled "frmFerpa : Form". It contains a text area with the following text: "FERPA WARNING: The Family Education Rights and Privacy Act (FERPA) requires that:  
  
Information that leads to the identification of students is only appropriate for school employees who have a need to know and for organizations conducting certain studies for the school. However, such information must not be made available to the public.  
  
Do not report results to the public for ANY grade level or demographic population of fewer than six students." Below the text area are two buttons: "I Agree" and "I Disagree". A red arrow points to the "I Agree" button.

Resolution Check ~ If you see the thin red line, click “Continue.”



Double click on “CTE Concentrator Information Data Entry (Spring)” or single click it and click “Select Option.”



Enter the student data in the fields:

- List all **juniors** who have or will have three units (six semester credits) of career and technical education completed by the end of their senior year.
  - ♦ Consult the classes for which the student has pre-registered to determine enrollment intent.
  - ♦ If your district does not have pre-registration, make an educated guess in consultation with the career and technical education faculty and counseling staff.
- Enter the students' names and the state IDs (AIM). This accountability data will eventually be transferred to the AIM system and we need both name and ID for the conversion.
- Use the drop-down lists when appropriate.

The system defaults to a single record view. You can switch to a multi-record view by single clicking the "Multi-Record View" button at the bottom of the screen.

frmStudent : Form

VoEd Concentrator Data Entry

2006-2007  
Fergus (CO 14)  
(SS 0420)  
(LE 0259)  
(SC 0358) School Level

Click to Select

Last Name First Name Program Concentration Area

Vocational Concentrator ID Anticipated Year of Graduation Race/Ethnicity

Gender Tech Prep Participant Disability/IEP Single Parent Limited English Proficient Economically Disadvantaged Other Educational Barriers NonTraditional Enrollee

Record: 1 of 1

Multi-Record View Exit

## Time-saving Tip

It is possible to copy information from an Excel spreadsheet and paste it into the Multi-Record View.


Arrange your spreadsheet in the same column order with the same wording as the Accountability Multi-Record View layout.

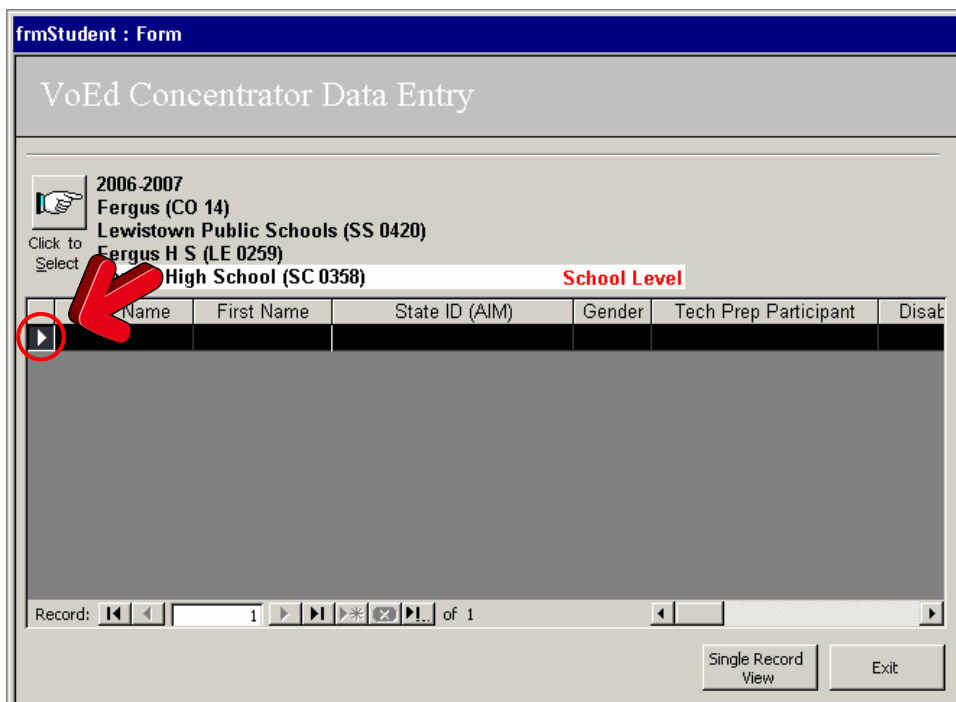
	A	B	C	D	E	F	G	H	I	J	
1	Last Name	First Name	State ID (AIM)	Gender	Tech Prep Participant	Disability/IEP	Single Parent	Limited English Proficient	Economically Disadvantaged	Other Educational Barriers	N
2	Doe	Jack	123456789	M	N	N	N	N	Y	N	N
3	Doe	Jacque	234567891	F	N	N	N	N	N	N	N
4	Doe	Jane	345678912	F	N	Y	N	N	N	N	N
5	Doe	Jasmine	456789123	F	Y	N	N	N	N	N	N
6	Doe	Jason	567891234	M	N	N	N	N	N	N	N
7	Doe	Jeralyn	678912345	F	N	N	N	N	N	N	N
8	Doe	Jeremy	789123456	M	Y	N	N	N	Y	N	N
9	Doe	Jessie	891234567	F	Y	N	N	N	N	N	N
10	Doe	John	912345678	M	N	Y	N	N	N	N	N
11	Doe	Joseph	012345678	M	N	N	N	N	N	Y	N
12	Doe	Justin	123456780	M	N	N	N	N	N	N	N

Example: in the Race/Ethnicity field you must have “White, Non-Hispanic” instead of “White” or “Caucasian” and in the Gender field you must have “M” or “F.”

Select and copy the rows containing student information. Do not include the header row.

	A	B	C	D	E	F	G	H	I	J	
1	Last Name	First Name	State ID (AIM)	Gender	Tech Prep Participant	Disability/IEP	Single Parent	Limited English Proficient	Economically Disadvantaged	Other Educational Barriers	N
2	Doe	Jack	123456789	M	N	N	N	N	Y	N	N
3	Doe	Jacque	234567891	F	N	N	N	N	N	N	N
4	Doe	Jane	345678912	F	N	Y	N	N	N	N	N
5	Doe	Jasmine	456789123	F	Y	N	N	N	N	N	N
6	Doe	Jason	567891234	M	N	N	N	N	N	N	N
7	Doe	Jeralyn	678912345	F	N	N	N	N	N	N	N
8	Doe	Jeremy	789123456	M	Y	N	N	N	Y	N	N
9	Doe	Jessie	891234567	F	Y	N	N	N	N	N	N
10	Doe	John	912345678	M	N	Y	N	N	N	N	N
11	Doe	Joseph	012345678	M	N	N	N	N	N	Y	N
12	Doe	Justin	123456780	M	N	N	N	N	N	N	N


Select the last (or in some cases only) row in the Multi-Record View by clicking on the  on the far left of the row.




frmStudent : Form

VoEd Concentrator Data Entry

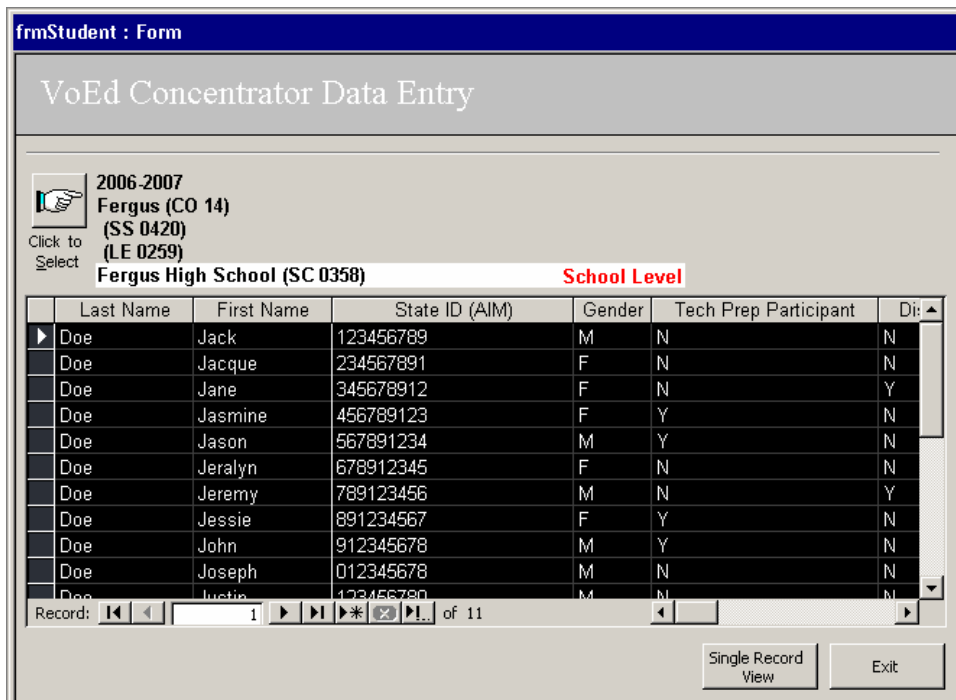
2006-2007  
Fergus (CO 14)  
Lewistown Public Schools (SS 0420)  
Fergus H S (LE 0259)  
High School (SC 0358) School Level

	Name	First Name	State ID (AIM)	Gender	Tech Prep Participant	Disab
						

Record:  1 of 1

Single Record View Exit












Type “Ctrl+V” to paste the spreadsheet data into the Accountability system form.

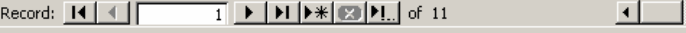


frmStudent : Form

VoEd Concentrator Data Entry

2006-2007  
Fergus (CO 14)  
(SS 0420)  
(LE 0259)  
Fergus High School (SC 0358) School Level


	Last Name	First Name	State ID (AIM)	Gender	Tech Prep Participant	Dis
	Doe	Jack	123456789	M	N	N
	Doe	Jacque	234567891	F	N	N
	Doe	Jane	345678912	F	N	Y
	Doe	Jasmine	456789123	F	Y	N
	Doe	Jason	567891234	M	Y	N
	Doe	Jeralyn	678912345	F	N	N
	Doe	Jeremy	789123456	M	N	Y
	Doe	Jessie	891234567	F	Y	N
	Doe	John	912345678	M	Y	N
	Doe	Joseph	012345678	M	N	N
	Doe	Justin	123456789	M	N	N

Record:  1 of 11

Single Record View Exit

When you have finished entering names into the database, click “Exit.” The information is real-time. There is no "Submit" button.

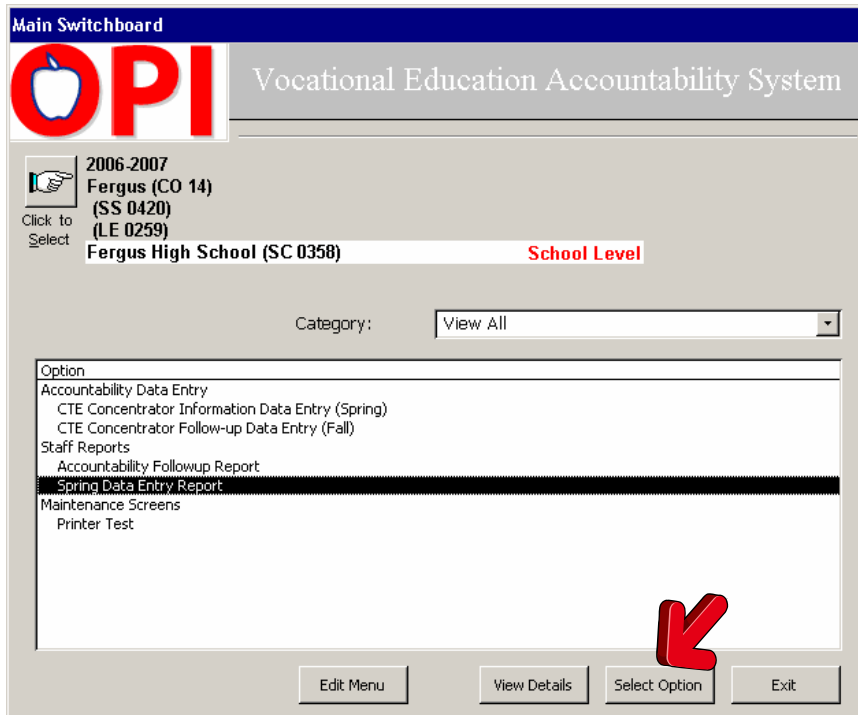
The screenshot shows the 'frmStudent : Form' window titled 'VoEd Concentrator Data Entry'. It contains a form for entering student data. At the top, it displays '2006-2007 Fergus (CO 14) (SS 0420) (LE 0259) Fergus High School (SC 0358) School Level'. The form fields include: Last Name (Doe), First Name (John), Program Concentration Area (Business Education), State ID (AIM) (912345678), Anticipated Year of Graduation (2008), Race/Ethnicity (White, Non-Hispanic), Gender (M), Tech Prep Participant (Y), Disability/IEP (N), Single Parent (N), Limited English Proficient (N), Economically Disadvantaged (N), Other Educational Barriers (N), and NonTraditional Enrollee (N). At the bottom, there is a record navigation bar showing 'Record: 11 of 11' and buttons for navigation. A red arrow points to the 'Exit' button.

You can enter data in multiple sittings. Click the  button to automatically advance to a new record when you have reentered the program.

This screenshot is identical to the one above, showing the 'frmStudent : Form' window. However, a red arrow points to the 'Next Record' button (the button with the right arrow and asterisk icon) in the record navigation bar, which is highlighted with a red circle.



To print a copy of your records, double click on “Spring Data Entry Report” under the Staff Reports heading or single click it and click on “Select Option.”



**Main Switchboard**

**OPI** Vocational Education Accountability System

2006-2007  
Fergus (CO 14)  
(SS 0420)  
(LE 0259)  
Fergus High School (SC 0358) **School Level**

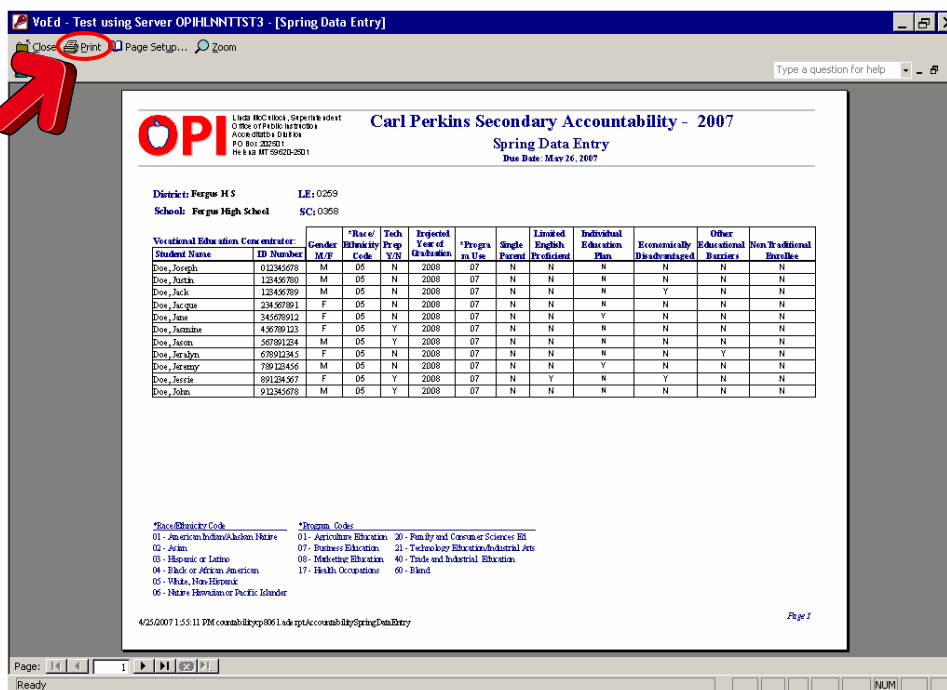
Category: View All

Option

- Accountability Data Entry
  - CTE Concentrator Information Data Entry (Spring)
  - CTE Concentrator Follow-up Data Entry (Fall)
- Staff Reports
  - Accountability Followup Report
  - Spring Data Entry Report**
- Maintenance Screens
  - Printer Test

Edit Menu View Details **Select Option** Exit

This will bring up a report that can be printed by clicking “Print” on the menu bar.



VoEd - Test using Server OPIHLNNTTST3 - [Spring Data Entry]

Close Print Page Setup... Zoom

Type a question for help

**OPI** Linda McCallister, Superintendent  
Office of Public Instruction  
Kosciuszko Center  
P.O. Box 202501  
Helena, MT 59620-2501

**Carl Perkins Secondary Accountability - 2007**  
Spring Data Entry  
Due Date: May 26, 2007

District: Fergus HS LE: 0259  
School: Fergus High School SC: 0358

Student Name	ID Number	Gender M/F	*Race/ Ethnicity Code	Tech Prog Y/N	Rejected Year of Graduation	*Program in Use	Single Parent	Limited English Proficient	Individual Education Plan	Economically Disadvantaged	Other Educational Barriers	Non-Traditional Enrollments
Dee, Joseph	012345678	M	05	N	2008	07	N	N	N	N	N	N
Dee, Justin	123456789	M	05	N	2008	07	N	N	N	N	N	N
Dee, Jack	123456789	M	05	N	2008	07	N	N	N	Y	N	N
Dee, Jacques	234567891	F	05	N	2008	07	N	N	N	N	N	N
Dee, Jane	345678912	F	05	N	2008	07	N	N	Y	N	N	N
Dee, Jasmine	456789123	F	05	Y	2008	07	N	N	N	N	N	N
Dee, Jason	567891234	M	05	Y	2008	07	N	N	N	N	N	N
Dee, Jeremy	678912345	F	05	N	2008	07	N	N	N	N	Y	N
Dee, Jeremy	789123456	M	05	N	2008	07	N	N	Y	N	N	N
Dee, Jessie	891234567	F	05	Y	2008	07	N	Y	N	Y	N	N
Dee, John	912345678	M	05	Y	2008	07	N	N	N	N	N	N

\*Race/Ethnicity Code  
01 - American Indian/Alaskan Native  
02 - Asian  
03 - Hispanic or Latino  
04 - Black or African American  
05 - White, Non-Hispanic  
06 - Native Hawaiian or Pacific Islander

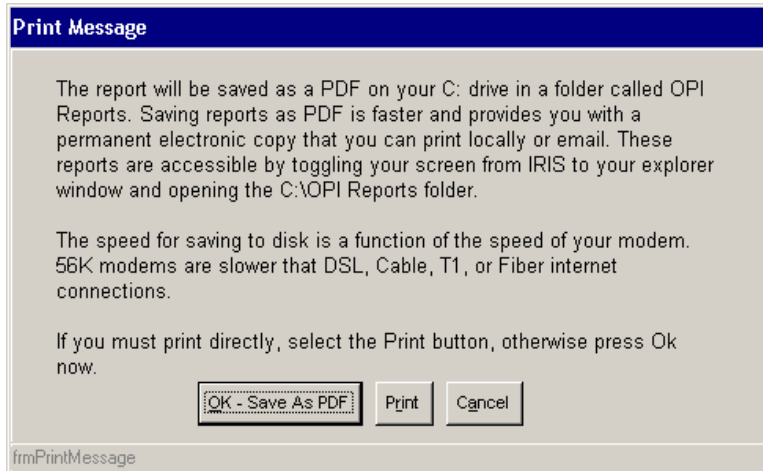
\*Program Code  
01 - Agriculture Education  
07 - Business Education  
08 - Marketing Education  
17 - Health Occupations  
20 - Family and Consumer Sciences Ed  
21 - Technology Education/Industrial Arts  
40 - Trade and Industrial Education  
60 - Blind

4/25/2007 1:55:11 PM connahilp001.sde.opi.com/accntbty/SpringDataEntry Page 1

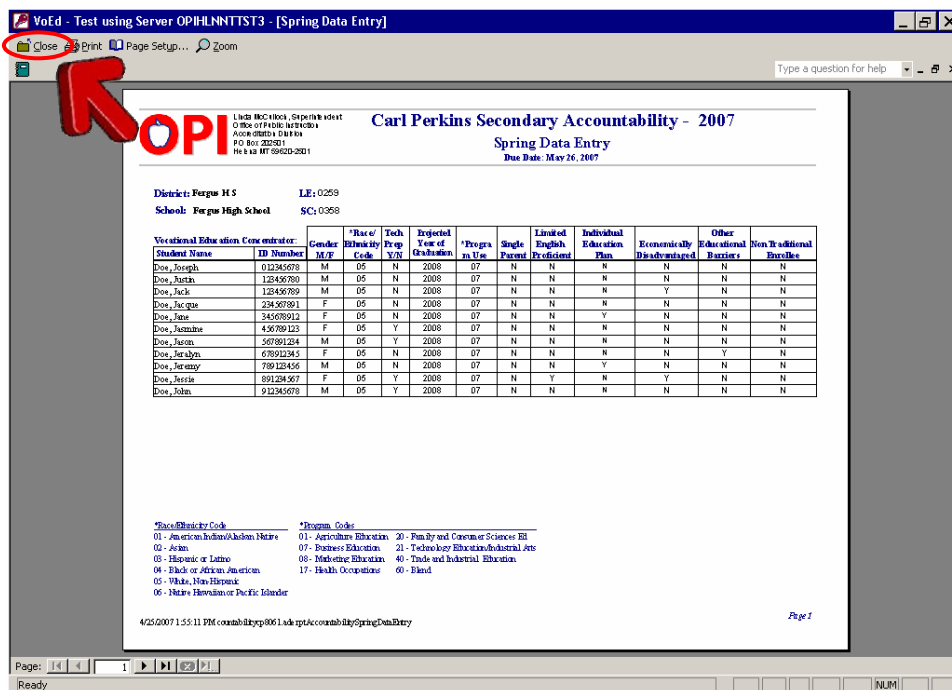
Page: 14 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 NUM

Ready

You be given the choice of saving this file as a pdf document or printing a paper version.



Click “Close” to exit the report.



# Special Populations Definitions

**Individual with a Disability** [as defined in section 3 of the Americans with Disabilities Act of 1990] An individual with

- i. a physical or mental impairment that substantially limits one or more of the major life activities of such individual;
- ii. a record of such an impairment; or
- iii. being regarded as having such an impairment.

**Individual from an Economically Disadvantaged Family, Including Foster Children** A student who meets eligibility requirements for free and reduced price meals.

**Individual preparing for nontraditional training and employment** An individual preparing for an occupation or field of work, including a career in computer science, technology, and other emerging high skill occupations, for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work.

**Single parent, including a single pregnant woman** A student who is unmarried or legally separated from a spouse AND has a minor child or children for which the parent has either custody or joint custody OR is pregnant.

**Individual with limited English proficiency** A student who has limited ability in speaking, reading, writing, or understanding the English language, and

- i. whose native language is a language other than English; or
- ii. who lives in a family or community environment in which a language other than English is the dominant language.

# Reminders


A concentrator is a student who has or will have completed six semester credits of vocational education coursework during high school.

When choosing a program concentration area use the one that describes where the majority of the vocational credit was earned. If there is no clear majority, select “Blend.”

A tech prep student is one who receives a grade of B or better in an articulated course, i.e., one for which college credit is awarded through agreement between the secondary school and a post-secondary institution.





All data must be entered by **May 31, 2007**.

## Tips

To delete a record select Multi-Record View. Click on the  on the far left of the row to select the row then hit your delete key. You can select more than one row at a time.

You can navigate through the data without using the mouse by using the tab and/or Enter (Return) keys for forward movement and the shift+tab keys for backward movement. In drop-down fields, typing the first two letters of the field choice will populate the field.

Records save automatically when you advance to the next record and/or exit the program.

Use the navigation buttons at the bottom of the screen to move between records. Use   on the navigation bar to move to the previous/next record. Use   to go to the first or last record.

The Escape key will clear all fields in an unsaved record.

# Carl D. Perkins Contact Information

Office of Public Instruction  
Division of Career, Technical and Adult Education  
David Strong, Acting Administrator  
Karla Beagles, Accountability Specialist  
P.O. Box 202501  
Helena, MT 59620-2501  
(406) 444-9019  
(406) 444-1373 (fax)  
[www.opi.mt.gov/CTE](http://www.opi.mt.gov/CTE)

This manual is also available on the CTE page of the OPI Web site  
<http://www.opi.mt.gov/CTE>

*All student information in this booklet is fictional.*



“The Office of Public Instruction is committed to equal employment opportunity and non-discriminatory access to all our programs and services. For information or to file a complaint, contact Kathy Bramer, OPI Title IX/EEO Coordinator at (406) 444-3161 or [kbramer@mt.gov](mailto:kbramer@mt.gov).”